



## HIRING TIP SHEET for AGENCIES

As part of the application process for positions requiring an MHRT/C:

- Ask the potential employee to request an official transcript using their school's electronic transcript process and have it sent to Muskie CFL. NOTE: Most colleges and universities offer electronic transcripts through a service such as National Student Clearinghouse or Parchment and will forward official transcripts to the CFL within two days of the applicant's request.
- If the applicant has applied for certification, ask to see a copy of their application confirmation email from Muskie CFL. If the applicant received an email stating that CFL needs additional documentation for the review, work with her/him/them to develop a plan for obtaining and submitting all required material.
- Ask the applicant to find out if she/he/they need to complete the online module "Maine's Mental Health System101: An Introduction to Our History, Values, Services and Roles". If so, ask for a copy of their certificate of completion. <https://training.cfl-muskie.org/>
- Remind the potential employee that Muskie CFL must have all required application documentation to begin the review. Please refer to the Employer Checklist for required documentation under each certification pathway.
- The "Forms" section of the CFL website includes downloadable copies of all pertinent application paperwork such as the application and credit for work experience forms: <https://cfl-muskie.org/forms-new/>
- After hire, work with the new employee to create a professional development plan in their first month. Be sure to plan for steps needed to complete MHRT/C certification requirements. CFL maintains a growing list of approved academic and non-academic courses and programs on our website, as well as an updated schedule of upcoming, easily accessible non-academic MHRT/C courses.

### Hiring Tips for positions requiring an MHRT I:

- Verify that the applicant is at least 18 years of age and has a high school diploma or HISET.
- Determine if the applicant has ever had a Provisional or Full MHRT I.
- Verify with Muskie CFL the status of an existing Provisional or Full MHRT I Certification.

### Hiring Tips for Positions requiring an MHRT CSP:

As part of the hiring process, have the applicant obtain an official copy of their transcript so that their degree eligibility can be verified.